

Last Working Day Email Format

Subject: Farewell and Last Working Day

Dear [Colleague's Name],

I hope this email finds you well. As you may already know, the time has come for me to bid farewell to [Company/Organization Name]. Today marks my last working day here, and I wanted to take a moment to express my gratitude and say my goodbyes.

First and foremost, I want to extend my heartfelt thanks to each and every one of you. Working at [Company/Organization Name] has been an incredible journey, filled with learning, growth, and cherished memories. The support and camaraderie I've experienced here have made it more than just a workplace; it's been a second home.

I am genuinely thankful to have had the opportunity to collaborate and work alongside such talented and dedicated individuals. Your professionalism, expertise, and passion for what you do have inspired me every day.

Throughout my time here, I have not only acquired valuable skills and knowledge but have also built lasting friendships that I will cherish even beyond my tenure. The memories of our shared successes, challenges, and celebrations will always hold a special place in my heart.

As I move on to new endeavors, I am excited about the opportunities that lie ahead. However, it is with a tinge of sadness that I bid farewell to this wonderful team and organization. Please know that I leave with fond memories and the utmost respect for each one of you.

Though my physical presence will no longer be a part of the team, I sincerely hope that our paths will cross again in the future. Please do keep in touch—I can be reached at [Your Email Address].

Wishing you all continued success and prosperity in both your professional and personal lives. May the bonds of friendship we've formed here endure and grow stronger with time.

Thank you once again for making my time at [Company/Organization Name] so memorable and enriching.

Warmest regards,

[Your Name]

[Your Job Title (if applicable)]

[Contact Number (optional)]